

## Checklist of techniques for engaging learners

1. If you are preparing written materials that the learner will read using language that is direct, clear and has a friendly tone. We decided to address the learner as 'you' and refer to ourselves as 'we'.
2. We wanted people to be actively involved in learning so we referred to what people had to do as 'activities'. We asked learners to do things, for example in the section on Curriculum in Partnership we ask people to read quotes and then define what they think are the key challenges expressed.
3. We recognised that some groups of learners can find it hard to get started on a group task especially where they don't know each other well. We often included an example of our own to get people started.
4. We asked lots of direct questions to stimulate people to respond
5. We tried to tell people the purpose of activities before they started so they knew what they were aiming at.
6. We included an estimate of time for each activity to help people get a feel for the level of detail required of activities
7. We included quotes from BeFlex materials – using the words that people had actually written so it made learners feel that they were part of a wider community
8. We aimed for activities to follow a strong sequential pattern so each followed on from the one before